August 29th, 2020, 1:30pm to 3:30pm

Zoom Virtual Conferencing Meeting Notes

Hosted By:

Paul Gauthier
Individualized Funding Resource Centre Society

Ruth Marzetti
Technology For Living

Guest Speakers:

Jen Lyle
CEO, SafeCare BC
- COVID-19, PPE, Employer Supports

George Tomlinson
- Personal Protection Equipment

Kim Ho
Accountant, Individualized Funding Resource Centre Society
- Preparing for the Pandemic Pay

individualized FUNDING resource centre

technology for living

More than ever, people with disabilities must come together as a unified group in society. How we support and help each other through crisis will strengthen us as a community and as individuals. Living independently is a choice and comes with additional challenges. Through unification people with disabilities make a difference; each voice is important.

Pathways To Independence Meeting: August 26th, 2020 1:30pm to 3:30pm

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The goal of this meeting was for Peers to come together and share information and updates on current issues facing people with disabilities. The meeting was attended by approximately 76 people.

SafeCare BC

Jen Lyle, CEO of SafeCare BC https://www.safecarebc.ca/

Jen Lyle gave PowerPoint presentation on **COVID-19 and You**, followed by a question and answer period.

The PDF of the PowerPoint Presentation can be found here: https://www.ifrcsociety.org/pathways

Highlights from Jen Lyle's presentation:

What is SafeCare BC?

SafeCare BC is the non-profit workplace health and safety association for the continuing care sector. Their goal is to create safe, healthy workplaces for long-term and community health workers. They do this through education, training, resources and policy work.

What is Covid-19? What is the Coronavirus?

As stated by the World Health Organization, Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered of these viruses causes COVID-19.

You must have a Covid-19 Safety Plan in place if you are a Registered WorkSafe Employer:

Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.

General strategies to reduce risk:

- Maintain a physical distance (2 meters)
- If you cannot maintain physical distance, put a border in place
- Stay home if you are sick
- Avoid common shared items
- Heightened cleaning of high touch areas
- No touching your face as much as possible
- Practice good coughing and sneezing techniques
- Personal Protection Equipment (PPE) is the last line of defense

Hierarchy of Controls:

- WorkSafe BC has resources to help you with this.
  - There are different layers of safety to put in place
- If you cannot change the physical work environment, change how the work is done
- If you can't change how the work is done, then use PPE

Examples to eliminate the risk:

- Change the physical environment
- Have Telehealth consultations
- Increase the air circulation in your homes
- Change from Nebulizers to inhalers
- Change paper-based charting to electronic charting
- Physical barriers in your home
- Minimizing close contact
- Have screening practices, resources available online
- Screen yourself if you are the care recipient
- Training on infection controls, frequent handwashing and how to handwash
  - Resources are available on the SafeCare BC website
- Heightening the frequency of cleaning
- Eliminating the use of common equipment, consider having your own dedicated equipment
- Encourage homecare workers to have a separate change of clothes, shoes for work and shoes for home
- If you are the healthcare provider don't wear rings, other jewelry, nail polish etc
- Reduce the number of people who are physically present at your home; essential workers only.
- Have strategies in place on when homecare workers carry out their duties in more than one workplace
- Perform your own risk assessment before providing direct care

Personal Protective Equipment (PPE)

- PPE is the last line of defense so if you have been possibly exposed to COVID you must have isolation gowns, gloves, medical masks for your staff
- There will be a mandate released by the Ministry of Health for PPE for the person providing care and support

Suppliers Chains:

- The Supply Hub BC Government
  - https://news.gov.bc.ca/releases/2020PSSG0023-000609
  - People who receive homecare funding are eligible to apply for support through The Supply Hub if your supply chain is not available
- Essential Services Contingency Reserve
  - https://www.canada.ca/en/public-services-procurement/services/escr.html
  - Essential Services Contingency Reserve is Federal Government initiative will only assist if you can prove the province was not able to respond to your request for support

Questions and Answers

Q. How do you manage screening techniques from peers?
A. Know the basics of prevention, do the care risk assessments for caregivers.

Q. Is there funding for PPE in an emergency?
A. Operations Protect is ongoing; donations have decreased so it will not be a long-term solution.

- We strongly encourage the use of other support options
- Safe Care BC wants feedback on how well the system is responding to you
- We have red flagged the Ministry because they don't report on the percentage of requests they are fulfilling and SafeCare BC would like feedback to help the Ministry fine tune those supports

Resources available online:

- SafeCare BC website: www.safecarebc.ca, there an entire page devoted to COVID-19, online training modules, infection prevention, personal protective, equipment/clothing dressing and removal to direct your employees
  - https://www.safecarebc.ca/orientation/ppe/
- BCCBC website: www.bccdc.ca provides good resources
- Care for Caregivers: www.careforcaregivers.ca
  - Care for Caregivers is an online resource established in response to the 2020 COVID-19 Pandemic to provide support for the dedicated healthcare workers who support others
  - Designed specifically for professional care providers and the leadership teams who support them
  - Care for Caregivers provides resources and targeted support for COVID-19 related mental health stressors
    - Care for Caregivers provides:
      - A diverse collection of quick and easy resources to support your mental health
      - Free webinars
      - Peer support through Care to Speak
  - This initiative represents a partnership between the Canadian Mental Health Association, BC Division and SafeCare BC, and is proudly supported by the BC Ministry of Mental Health and Addictions

Online Courses available through SafeCare BC at the Learning Space:

- Personal Protection Equipment (PPE)
- Basics on Infection Prevention Control
- COVID-19 (Psychological safety)
- Injury management
- Slips, trips and falls
- Preventing Injury
- WMHS, which deals with chemical safety, the use of chemical solutions etc.
- As an employer it is your responsibility that your employees are trained on these subjects

How does SafeCare BC membership work?

If you are registered with WorkSafe BC under the classification unit number 76606, you are automatically a member. There is no need to apply, and you will have access to benefits. In addition to becoming a member you can contact SafeCare BC for support.

Note: as many CSIL Employers do not use that classification unit number, the IFRC is in talks with SafeCare BC to address the other classification unit numbers which overlap the same fields. Paul will report back as soon as new information is received.

SafeCare BC Alternative Suppliers list: https://www.safecarebc.ca/covid19/alternative-suppliers/

BC Government Supply Hub: https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/supplies

If you are not a member:

- There is an option to join online for opt-in membership
- Once an organization is a SafeCare BC member, all the people within that organization also become members and have access to benefits

Questions and Answers

Q. The screening techniques such as temperature and cold-like symptoms seems ineffective against an infected person who is infectious. How do we manage this problem?
A. If an employer has concerns about a worker's symptoms, the employer can request the worker not come to work for COVID related reasons. An employer can request the employee have a COVID test before they return to work.

- Appointments can be made for a COVID test at appointed sites.
    - It takes 48 hours to process the test.
- Alternatively, the employer can request the employee self isolate for two weeks.
- The Employer can pay the employee to stay home if there is enough surplus in your CSIL account.
- For those who do not have adequate CSIL funds, you can request additional financial assistance from the Health Authority regarding their particular circumstances.

Q. Are CSIL employers able to access the PPE Support Chain and is there a cost to that?
A. The Supply Hub states that CSIL employers are eligible (link embedded in the PowerPoint) and you can request supplies.

- The government supply chain is at going rate, market rate unknown right now.
- Purchases are in bulk, but a large purchase may probably give you a better rate than most.

Q. Are courses available automatically if you are member depending on the category you are registered under or must you pay as an employer on top of it at a reduces rate?
A. Live webinars for members are all free.

- SafeCare BC have over 20 online learning modules.
- A one time access fee of $6 is required to register, then all online courses are accessible.

Q. I believe that CSIL employers are not eligible for the BC government Supply Hub unless they are on PWD?
A. SafeCare BC met with Ministry on August 27th to get clarification on this issue.

- All CSIL clients, and anyone in health care or social services, are eligible to purchase PPE from the Supply Hub

Q. Are CSIL Employers classified under public funding?
A. The Ministry is treating CSIL Employers as publicly funded, it is part of the reason for the meeting tomorrow.

Q. Regarding the Covid workplace regulations, where must employers post these BC Regulations - filed online?
A. WorkSafe requires notices to be posted in a common area of the business (your home) and a copy provided to employees

- I.e. your fridge or on the wall in a common area.
- The COVID Safety plan is a WorkSafe BC legislated policy; employers are required to post them or place them (i.e. in a folder) in an easily accessible area of the home and provide employees with a copy they can take home; a digital copy sent to their emails is fine.

Note: The IFRC has created a WorkSafe BC Safety Plan policy template for Policy CSIL Employers, which can be found here: https://www.ifrcsociety.org/pathways

- The IFCE will review SafeCare BC's template for additional options and check for updates from WorkSafeBC

Q. The Feedback Survey for PPE; peers wanted more time to do this. The turn around time of less than 24 hours for PWD is not realistic.
A. We have been trying to do on a snapshot in time but at the same time we must counterbalance a good response time and appreciate the feedback.

Q. For Seniors or Old Age Pension, how would PPE be covered?
A. There is a one-time additional support PPE benefit available federally ($600)

- Peers indicated that the $600 for seniors and people with disabilities is much too low.

The IFRC Personal Protection Equipment Project

Presented by George Tomlinson,
Website: https://www.ifrcsociety.org/ppe

Peers need access and options for obtaining supplies and receive accurate information on what products are on the market. There will be a second wave and we need to establish a way to have access to Personal Protection Equipment (PPE).

- The IFRC Personal Protective Equipment (PPE) Project's first mandate was to learn what PPE CSIL and CLBC Employers need to stay heathy and minimize possible exposure to COVID -19
- The second mandate was to source the appropriate PPE and deliver it to employers
- Most personal support workers work fall under two categories - close and social distanced
    - There are two basic scenarios:
        - Workers either carry out their duties close to you for the majority of their shift or
        - They can remain social distanced (2m) from you and others during most of their shift
    - These scenarios require different PPE
        - If a person is in your home and staying 2 meters away most of the time, they could wear a simple or Non-Medical Mask
        - If they are providing personal care or assistance which requires them to work closely to you, they should be wearing Certified or Real Medical Mask
            - These masks will have an ASTM rating on the Box
- The Worksafe BC and the Provincial Health Officer requirements for a safe workplace for you and your employees was thoroughly reviewed to determine which masks would work best for CSIL and CLBC employers

  - There are different grades and levels of PPE
  - Health Canada uses a system called ASTM Standards for Medical Equipment to rate masks, shields and other PPE
  - The BC Ministry of Health decides which Level of PPE is required for different Health care environments
- CSIL and CLBC employers require a way to purchase and have the correct PPE delivered to their homes at reasonable cost and in quantities they can afford
  - The BC Ministry of Health controls and contracts with all the suppliers of this equipment
    - As a result, there are very few vendors who will sell a box of approved and certified Medical grade Masks, which are the masks that should be used when working in close quarters
- The IFRC Personal Protection Equipment Project has been successful at purchasing certified and safe PPE for CSIL and CLBC employers
- The IFRC has secured the logistics of purchasing the items, warehousing them, managing the orders and then delivering the products to CSIL and CLBC employers
  - Access to the purchasing site can be found at: https://www.ifrcsociety.org/ppe
  - Supplies are limited and may not always be available
  - More information on the WorkSafe BC requirements and the ASTM product standards are on the Home Page with links for more details
- The Provincial Government Supply website has also opened for sales of PPE to employers; supplies are limited and may not always be available
  - Please use the Provincial site as much as you can
  - The IFRC site prices are comparable to the Provincial Government site

Note: CSIL Employers are reminded that using CSIL funding to obtain PPE is an allowable expense.

- Handout Sheet uploaded to https://www.ifrcsociety.org/pathways

Q. How much is the mark up?
A. IFRC pricing is based on cost recovery only

Q. Is KN 95 masks the same as N95?
A. N 95 are 3M products and are not recommended for use in a home care environment. They require proper fitting and training to be used.

- They are also not currently available anywhere in Canada.
- The KN95 are primarily used for dust.
  - They are an industrial mask and stop the moisture.
  - They are comfortable and suitable for social distancing

Comment made:
I work for Plan Institute; they do various webinars and helpline calls. If you google $600 credit a link to our site comes up and you can get more information.

- Website: https://planinstitute.ca/2020/09/03/covid-19-and-the-disability-tax-credit-beyond-a-600-payment/

Temporary Pandemic Pay Program

Kim Ho, Accountant, Individualized Funding Resource Centre Society, provided clarity and information for the Pandemic Pay Program.

There continues to be a flow of information from the Health Authorities which has been provided to them by the Ministry of Health. The Association of CSIL Employers Executive will be sending an email to the Ministry of Health which will cover points of concern not yet addressed.

Note: Post meeting information on the Pandemic Pay Program have been added to the notes and highlighted in PURPLE.

***Spreadsheets and Document Samples displayed in this presentation are available here:**
https://www.ifrcsociety.org/pathways

How to prepare, calculate and claim the numbers for the Pandemic Pay Program

- The qualifying date for this program is March 15th until July 4th2020
- That is the 16 week period for which eligible employees will receive a lump sum payment equivalent to about $4 per hour for worked time hours

Who is eligible?

- Employees who work in the eligible sector workplace roles that are traditionally delivered in person, such as frontline workers, caregivers in health, or roles in correction facilities, where social distancing was challenging
- All caregivers working for CSIL employers or CLBC employers fall into the section of frontline workers in health and are eligible for pay. Eligible workers include fulltime, part time, casual, and temporary staff who worked during the qualifying period
- Eligible workers are;
  - the currently active employees, resigned, retired, quit or terminated during the qualifying period
  - Also, included are employees who were hired during the qualifying period

What kind of working hours to be paid?

- Eligible hours include all straight times hours that the caregivers worked during this period.
  - This includes regular hours, overtime hours
- Please note that for the overtime hours, to only use actual hours worked
  - I.e. If a caregiver worked 12 hours, the 12 hours go into the report as 12 hours
    - Do not calculate 8 hours plus the 4 hours at time and a half
  - Use the same formula for hours worked on Statutory Holidays
- Live in workers/Flat Rate workers:
- **These workers are not expected to work the full 24 hours (live in) or 12 hours (overnight) that they are in attendance at a client's location.**
  - **They are typically paid based on the actual number of hours that the employee is expected to work in the shift.**
  - **Employer must make the decision of how many hours that a live in, or Overnight, person actually works in a day.**
  - **For example: a live-in employee may be expected to work and be paid for 13 hours for each 24-hr live in period, and the 13 hours would be used for the calculation of this temporary pandemic pay.**

  - Our recommendation is to take the rate of pay divided by 24 hours to get the hourly rate
  - If the calculated hourly rate is higher or equal to the minimum rate of pay (which is now $14.60/hr). Then the total hours worked is 24 hours
  - If the hourly rate is lower than the minimum hourly rate: then take the daily rate of pay divided by minimum hourly rate to calculate number of hours eligible for the Pandemic Pay
- **Note:** As of our meeting date, this is our recommendation only as we could not locate any related information from the Ministry of Health website.
  - The ACE Executive will continue to work with the Ministry of Health and the Health Authorities for further verification on Live In Workers
- New information has been released on September 14th, 2020 which explains a lot of this and will be covered in the next Pathways meeting
  - We recommend that employers divide the flat rate by minimum wage
    - The ACE Executive requested clarification and were informed that the maximum amount per employee is $2400.00
    - **We are still uncertain about the maximum amount of $2,400 per employee. A request for clarification was sent to TemporaryPandemicPay@gov.bc.ca and their reply was to just submit the actual hours of work and they will be validated**

Question and Answers

Q. For caregivers hired who were training and did not work, would they still qualify?
A. Yes, they would qualify

Q. Why does it end in July?
A. The Federal Government provided 16 weeks of Pandemic relief to the Provincial Governments, to cover the period of the lockdown as it would be difficult to hire, or keep, workers during this time

Q. When you say $2400, is the maximum per employee or is that the total of $2400 for the employer?
A. $2400 maximum per single employee, not employer

Q. Does the $2400 cover the federal payroll deductions?
A. Information to date states that the Ministry of Finance is only covering the lump sum of the Pandemic Pay.

- The Pandemic Pay is taxable and subject to Income tax, Canada Pension Plan and Employment Insurance
- The Provincial Funders are looking at how to best address and mitigate these potential costs and further information will be available when the application process opens
- **Vacation Pay is not calculated for the Temporary Pandemic Pay as this payment is not part of an employee's wages**
- The ACE Executive will be following up with the Ministry of Health and the Health Authorities on this matter

Q. Do family members working during the 16 weeks qualify for pandemic relief?
A: Yes

Q. What type of hours are not eligible?
A. On call hours or standby hours

- CSIL employers do not pay for standby hours so not applicable
  - On call or standby hours are different than casual hours.
- Stat Holiday Averaging hours
  - To the best of our understanding they are not working hours
  - This requires further clarification
- Sick leave hours
- Vacation leave hours
- Parental leave, Long Term / Short Term leave
- Any Leave related to Covid-19, i.e.
  - Caregiver cannot work because the person is in the 14 days of isolation period.
  - Caregiver who to need stay home to care for an ill family member or can not find childcare if the childcare facility is closed as a preventative measure against COVID-19

Q. If they are not on standby, and they are called in to work, once they start to work then are those hours counted?
A. Yes. Eligibility is only for the hours being worked for the employer.

Q. How do we prepare?
A. This is the time do your preparation work.

- Capture the hours done by your employees.
- No names of employees need to be given at this time.
- There will be two templates provided by the Ministry of Finance in mid September.
- This is your best advise on how to prepare, for which employee will be eligible when this is processed.
- The sample spreadsheet is on IFRC Website: https://www.ifrcsociety.org/pathways

Q. Will this be calculated by the IFRC if the IFRC is providing payroll services?
A. Yes. The IFRC will include this in our Payroll Services at no extra charge.

Sample Spreadsheet:

- Used to summarize, calculate number of straight time hours and detail the amount paid for Temporary Pandemic Pay:

CSIL Employer
BC TEMPORAY PANDEMIC PAY PROGRAM
Summary of hours worked from Mar 15 - Jul 04, 2020

Employee name	Mar-15	Mar 16 - 31	Apr 01-15	Apr 16-30	May 01-15	May 16-31	Jun 01-15	Jun 16-30	Jul 01 -04	Total hours	$$ Amount	Notes
Employee A	0.00	60.00	60.00	40.00	40.00	20.00	20.00	50.00	0.00	290.00	1160.00	
Employee B	0.00	12.00	24.00	22.00	30.00	20.00	30.00	20.00	20.00	178.00	712.00	
Employee C	0.00	64.00	56.00	0.00	0.00	40.00	48.00	56.00	8.00	272.00	1088.00	
Employee D	8.00	64.00	62.00	103.00	89.00	91.00	72.00	64.00	32.00	585.00	2340.00	
Employee E	8.00	16.00	16.00	16.00	16.00	24.00	16.00	16.00	0.00	128.00	512.00	
Employee F	0.00	60.00	50.00	66.00	65.00	69.00	70.00	48.00	22.00	450.00	1800.00	
										0.00	0.00	
										0.00	0.00	
Total	16.00	276.00	268.00	247.00	240.00	264.00	256.00	254.00	82.00	1903.00	7612.00	

- The following 2 templates will be provided in Mid September in Excel format:

- Invoice template:
  - Make sure to include CSIL Employer's business legal name and date when all eligible caregivers worked during the qualified 16 weeks period
  - The date is also included in the Spreadsheet with all the eligible hours recorded
  - The total calculated dollar amount (Total eligible hours multiplied by $4.00/hr) will be copied over to the Invoice (from the sample spreadsheet above)
- GST line item is not applicable because CSIL Employers are not registered to collect GST
- Certification: include name of the person who prepared the invoice and claim, their position, signature and date

Pandemic Pay claim:

- Make sure to include the CSIL Employer's business legal name and date
- State the Total Organization Funding: total funding includes Provincial and non- provincial funding per year (12-month period)
- Include all funding received from different sources. For example:
  - Health Authority
  - Community Living BC
  - Any personal funding you have chosen to contribute to payroll
- **Do not include Employer's personal client contribution because that is your contract fee, payable to the health authority**
- Check off where the source of funding came from
- Enter the row number of the claim item
- Enter the total number of eligible employees working during the above stated period
  - (from the sample spreadsheet above)
- Enter a specific role of the employees that best describe their roles in the organization
  - (a dropdown box will be provided in the template you receive)
- Role: from the listing of eligible roles below, and to be consistent, it is recommended that Employers use role "Health Care Assistants, community health workers and other patient care"
- **There are very limited options in the drop down menu.**
  - **Our recommendation is to;**
  - **select "Other Health Professionals" for Employers who receive funding from Health Authorities and;**
  - **"Social Sector Direct" for Employers who receive funding from Community Living BC**
- Enter the name of the eligible program (for example: "CSIL Program", CLBC Program")
- Enter the total straight time hours worked by these employees during the qualified period (from the sample spreadsheet above)

XYZ Agency

123, Cedar RD
Abbotsford, BC, ### ###

Vendor# (If Known): ######

XYZ Agency Invoice

To:

Date:

Invoice #:

DESCRIPTION	AMOUNT	
Pandemic Pay Claim, calculated as per the attachment	$ 680.00	$7,612.00
GST (Check if applicable) ☑	$ 34.00	N/A
GST Registration # ########## RT0001		
TOTAL	$ 714.00	$7,612.00

Certification:

I certify that I am authorized by (Legal Name of Organisation) to provide the information attached in this invoice and that the information is true, complete and correct. I further certify that I am authorized by(Legal Name of Organisation) to provide the understandings and acknowledgements provided herein.

I understand and acknowledge that the information provided in this invoice and in the supporting documentation is being disclosed by us and being collected by Her Majesty the Queen in Right of the Province British Columbia (the "Province") in order to authorize and certify payment to certain individuals entitled to received a supplement to their pay on account of the provincial Covid 19 health emergency, as described in our correspondence dated xxxx/2020 to your organization.
I further understand that (Legal Name of Organisation) will retain any and all records supporting this invoice, and that all of those records are subject to audit by the Province at any time, and that if any discrepancies arise, the organization will be required to return any funds it was not eligible to receive, or did not use or disburse appropriately, to the Province, at the time of the Province's request that it do so."

Name (Print)	Position within organization
Authorized Signature	Date (YYYY/MM/DD)

Pandemic Pay Claim

Vendor Name (Legal Name):	XYZ Agency	Total Organisation Funding (Must include non-provincial funding)	
Vendor Number (If Known)	########		
Date YYYY-MM-DD:			

Check all funding/contracting organisations that apply

Public Safety and Solicitor General	☐	Fraser Health Authority	☐
Ministry of Health	☐	Interior Health Authority	☐
Ministry of Finance	☐	Northern Health Authority	☐
Ministry of Jobs, Economic Development, Competitiveness	☐	Vancouver Coastal Health Authority	☐
Community Living BC	☐	Island Health Authority	☐
Ministry of Children and Family Development	☐	BC Housing Organisation	☐
Ministry of Social Development and Poverty Reduction	☐	Provincial Health Authority Services	☐

Vendor ID Number (For Office Use Only)	Claim ID Number (For Office Use Only)

Claim Amount	$680.00	$7,612.00
GST Amount	$34.00	0
Total Invoice Amount	$714.00	$7,612.00

Line #	Number of affected Employees	Role	Programs (separated by forward slashes)	Total straight time hours worked	Amount claimed $4 per hour, ($)
1	12	Registered Nurse	CYMH/CYSN/Personalized Supports/Communication Assistance for Youth and Adults	80.0	$320.00
2	20	Health System-Housekeepers	Hospital/MCFD Residential Agency	90.0	$360.00
3					$0.00
4					$0.00
5					$0.00
6					$0.00
7					$0.00
8					$0.00
9					$0.00
10					$0.00
11					$0.00
12					$0.00
13					$0.00
14					$0.00
15					$0.00
16					$0.00
17					$0.00
18					$0.00
19					$0.00
20					$0.00
21					$0.00
22					$0.00
23					$0.00
24					$0.00
25					$0.00
26					$0.00
27					$0.00
28					$0.00
29					$0.00
30					$0.00
31					$0.00
Total					$680.00

Sample

1

B.C. Temporary Pandemic Pay Program

Sample Instructions for Claim Form Completion

Note: All claims MUST BE SUBMITTED to a common email address that will be provided in mid-September along with the claim and invoice form excel template for completion by service providers.

Invoice Template Tab

As the Invoice Template Tab is directly linked to the Pandemic Pay Claim Form, enter the following information only:

1. **Enter the information pertaining to the service provider/agency/employer:**
    a. **Full legal name of the organization, address, and the vendor number (if known) in the top right column**

2. **Enter the following details pertaining to the invoice:**
    a. **Date of invoice**
    b. **Invoice number**
    c. **GST registration number (if any)**

3. **Enter the details of the individual in the organization responsible for preparing the Pandemic Pay Claim Form:**
    a. **Full Name (print)**
    b. **Position within organization**
    c. **Signature**
    d. **Date signed**

Standardized Pandemic Claim Pay Form

Enter the following general information in the standardized Pandemic Pay Claim Form:

a. **Full legal name of the organization**
b. **Vendor number (if known)**
c. **Date of the claim**
d. **In order to validate the claim, the organization's total estimated funding from all sources for the current fiscal year is required, including provincial and non-provincial sources. This amount should match to the total estimated income/revenues for the current fiscal year.**

Enter the following information that corresponds to specific details of all the eligible employees that worked straight-time hours during the 16-week period of March 15 to July 4, 2020, as follows:

SAMPLE

2

B.C. Temporary Pandemic Pay Program

a. **Enter the row number of the claim item**
b. **Enter the total number of eligible employees working during the above stated period**
c. **Select from the dropdown box in the excel claim form, a specific role of the employees that best describe their roles in your organization**
d. **Enter the name of the eligible program and the employees working during the period**
e. **Enter total straight-time hours worked by these employees during the period. (Please see FAQ section for more details).**

Be prepared to enter the information outlined above in the online Claim and Invoice Form by mid-September

SAMPLE

Questions and Answers

Q. Are Registered Care Aids included for the eligible roles?
A. Yes

Q. Do we put in the client contribution?
A. Yes; both CSIL funding and client contribution

Q. The government communications have said *about* $4. So, could we possibly get more or less than the $4 per hour?
A. It will not likely be more but could be less. We are awaiting the final confirmation.

Q. Who will pay the employer portion of EI?
A. It may have to come out of the $4.
- Again, hopefully they will provide more information.

Q. If I received both CSIL and CLBC funding; how many claim forms do I use?
A. Use one claim form,
- Put a grand total if you are running 2 payrolls.

CSIL Contract Clauses Update

- A follow up meeting with the VCHA and the Ministry to address the two contract clauses below was held on July 31st, 2020
    I. ***Terms under Review***
        - ***"23. Acting Reasonable and Approvals***
        - *Where this agreement permits, allows or requires us to make a decision, provides us with an option to act or refrain from acting, approve or reject any request, submission or other item or any variation of those requirements, that decision, option or other action* ***will be undertaken at our sole discretion*** ***and will not require us to act reasonably****....."*
        - ***"12.2 Your responsibilities during reviews, audits and investigations***
        - ***(c)*** *upon request and at a mutually agreed time,* ***arranging access*** *to all sites at which the Services are delivered,* ***Care Providers and other persons involved in the performance or administration of the Services****"*
- Clause 23
    I. All parties have agreed to remove the wording in question.
        - Vancouver Coastal Health has agreed to remove **"and will not require us to act reasonably".**
    II. Vancouver Coastal Health CSIL contracts serve as the template for all Health Authorities in the Province of British Columbia and an amended contract will be delivered to them.
- Clause 12.2(c)
    I. All parties have agreed to finalize the language by mid September 2020.
- CSIL Employers will not be asked to sign another contract

Employee Personal Information

- Health Authority requests for Employee Information
    - CSIL Employers have reported that they have received requests from the Fraser Health Authority and the Vancouver Island Health Authority to complete their Employment Information Sheet
        - The Employment Information Sheet requests names, addresses and employment details of the employees
    - CSIL Employers regard this as an infringement on their employee's rights to privacy per the Personal Information Privacy Act
- Peers agree that this request is unreasonable and that it is a breach of the employee's right to confidentiality
- On the ACE Executive's most recent correspondence from the Health Authorities, CSIL Employers were considered "contractors", so they shouldn't need employee information from "contractors"
- ACE Executive will follow this up with the Ministry of Health and the Health Authorities

- The recommendation is that until this is resolved, do not send in the Employment Information Sheet

Closing Remarks

- We would like to thank all guest speakers for participating in the meeting. The presented information was valuable and relevant to the current concerns of people with disability
- Technology for Living AGM
  - Those peers who are service members of the Technology For Living will receive a link by email, in which to register on the TFL website

Pathways To Independence Meeting Topics

- Peers are reminded that if they have a topic idea for a future meeting, to please send an email to pathways@ifrcsociety.org

Pathways To Independence Meetings Dates

- The next meeting will be held Wednesday, September 30th, 2020
- Zoom admittance beginning at 1:00pm
  - Meeting 1:30pm to 3:30pm
- Participant Poll
  - A new poll to enable Pathways To Independence Peers to give feedback on meeting days and times, will be sent out in late September or early October 2020.
  - The results will dictate the days and times of the meetings for October and November

Pathways To Independence Peer Group Meeting Notes and pertinent documents are uploaded to https://www.ifrcsociety.org/pathways

This was a virtual Pathways To Independence Meeting via Zoom technology. In partnership with Technology for Living, whose Technical Team, headed by Ean Price, successfully ensured that peers could connect to the meeting from across the province.

Thank you everyone, for your attendance and contribution to the meeting!